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ABSTRACT

The report provides a description of the Phase II findings of a two-phase study to determine if certain Marine Corps skill training requirements could be satisfied through contract with qualified commercial sources. It demonstrates the utility of the commercial contract training concept and contains information useful to Area VOTEC (Vocational/Technical) Support Center personnel and others involved with the implementation and functional management of a VOTEC program. Guidelines for the implementation of the program are presented in the following areas: (1) VOTEC basic concepts; (2) VOTEC coordination structure; (3) typical functional process to obtain VOTEC training; (4) contracting notes (armed services procurement regulations, general contract requirements, typical contract, and contract format/contents); (5) VOTEC training survey forms (general information, instructional approach, facilities, special facilities for training, and institutions with dormitory facilities); and (6) a list of VOTEC sources of Marine Corps related instruction and pertinent data. Training specifications for a Navy/Marine Corps VOTEC skill training program are appended. These include information on its scope, applicable documents, training, training support, and a glossary of terms. (Author/EC)

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COMMERCIAL CONTRACT TRAINING MARINE CORPS AREA VOTEC SUPPORT CENTER (AVSC) GUIDELINES

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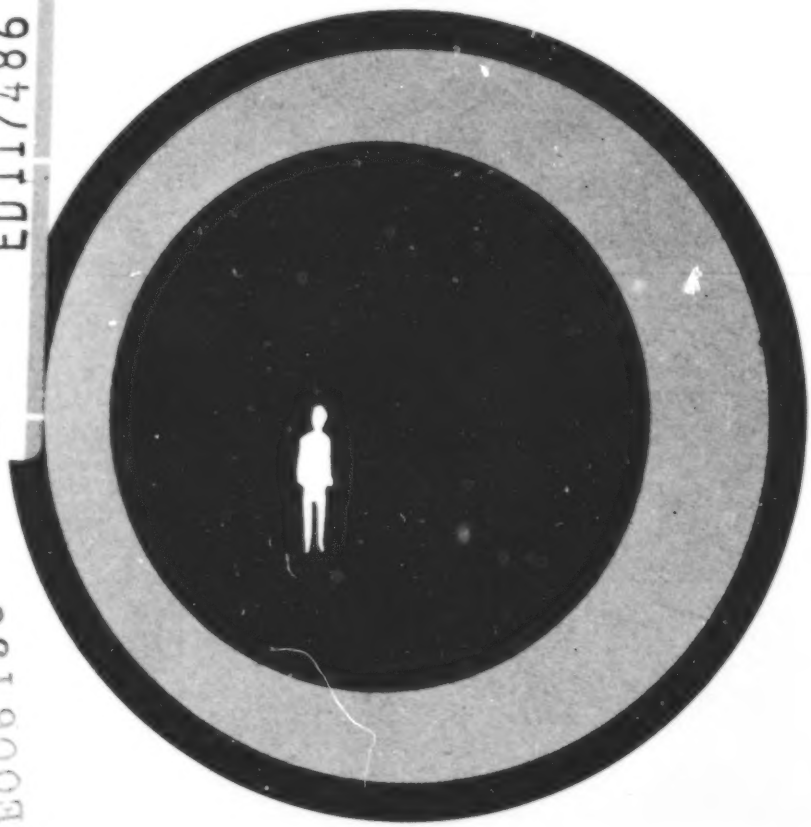

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13. ABSTRACT

This two-part report describes the Phase II findings of a two-phase study to determine if certain Marine Corps skill training requirements could be satisfied through contract with qualified commercial sources. Phase I study findings (applicable to the Marine Corps), presented in TAEG Report No. 13-1, December 1974, address various commercial training programs, management systems, technological advances, instructional techniques, curricula, and financial management practices potentially applicable to the Navy training system.

Whereas the initial study effort dealt with a survey and preliminary analysis of the training capability of commercial sources, the effort described in this report demonstrates the utility of the commercial contract training concept. TAEG Report 22-1 addressed the major issues concerned with source evaluation, skill analysis and selection, contractual considerations, and comparative training capability evaluation. It provides a basis for training and cost-effectiveness analyses necessary for sound management decisions subsequent to initiation of procurement action of training services from commercial sources. This report contains information useful to Area VOTEC Support Center personnel and others involved with implementation and functional management of a VOTEC program. Most importantly, TAEG Reports 22-1 and 22-2 present a plan to initiate, develop, implement, manage, and administer commercial

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ABSTRACT (continued)

contract training programs to support appropriate active and reserve Marine Corps skill training requirements.

TAEG Report No. 22-2

COMMERCIAL CONTRACT TRAINING
MARINE CORPS AREA VOTEC SUPPORT CENTER (AVSC) GUIDELINES

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June 1975

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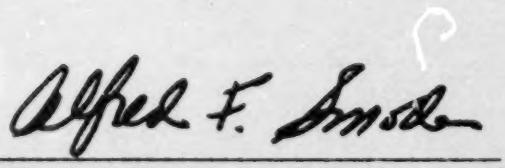

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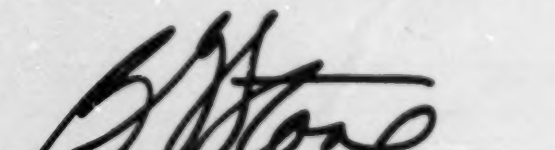

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SECTION I

INTRODUCTION

This part of the Commercial Contract Training investigation prescribes a system for conducting Vocational/Technical (VOTEC) training on a daily basis from commercial sources. Essentially, core groups of professionals from the training, comptroller and procurement fields will be tasked under the designator Area VOTEC Support Center (AVSC) at selected Marine Corps installations for the purpose of assisting commands during the planning, procurement and monitoring phases of the VOTEC training procurement process. The guidelines provided are not intended to provide final answers to all problems but rather to highlight probable areas of consideration that will confront those implementing the program. In addition, sections are included that contain data and basic notions that have proven worthy as a result of experience gained during past VOTEC type efforts. As with any new program, some modifications due to local conditions may be required to achieve program aims. Taken in this perspective, the included information will provide assistance during initiation of VOTEC training.

Prior to using the data within this report, personnel administering the VOTEC program should familiarize themselves with the contents of TAEG Report 22-1, Commercial Contract Training; the Training Specification for Navy/Marine Corps Vocational/Technical (VOTEC) Skill Training Program (appendix A); and the Program of Instruction (POI) for the training course to be procured.

SECTION II

VOTEC BASIC CONCEPTS

VOTEC . . .

1. Is a method of obtaining Military Occupational Speciality (MOS) qualification training in whole or in part with Managed On-the-Job Training (MOJT) follow-on training.

2. Is not intended to compete with or replace service or inter-service school training but to be an adjunct to such training during peak loading or general mobilization and coverage for nonexistent training.

3. Should be a centralized controlled program for purposes of management.

4. Takes advantage of quality public and private readily available training resources.

5. Is "grass roots" in nature providing opportunity for the unit commander through force commander to train or upgrade needed MOS qualified personnel.

6. Is cost effective for many low density MOS qualification requirements.

7. Is for "basic skills" training; i.e., to provide a military occupational skill capability.

8. Is not a "pre-retirement" training program.

9. Must meet accepted standards (accreditation of recognized agency or command having skill area cognizance).

10. Must allow a degree of flexibility among AVSC's as a function of VOTEC school availability.

11. Must be accomplished within reasonable commuting distance of student's home station to be truly cost effective.

12. Should not take student personnel completely out of the military environment.

13. May require some MOJT before full military certification is granted after formal VOTEC training is completed.

14. May provide recognition or credit by school institutions.

15. Must be accomplished on a basis of service need rather than nice to have or general personnel development.

16. Requires a cooperative effort by the military unit, the AVSC and procurement personnel as well as contracted institution personnel to be successful.

17. Must meet Armed Services Procurement Regulations (ASPR) criteria.

SECTION III

VOTEC COORDINATION STRUCTURE

The VOTEC coordination structure is defined as those administrative/approval channels through which a request for VOTEC training from commercial sources should pass to most efficiently affect such training.

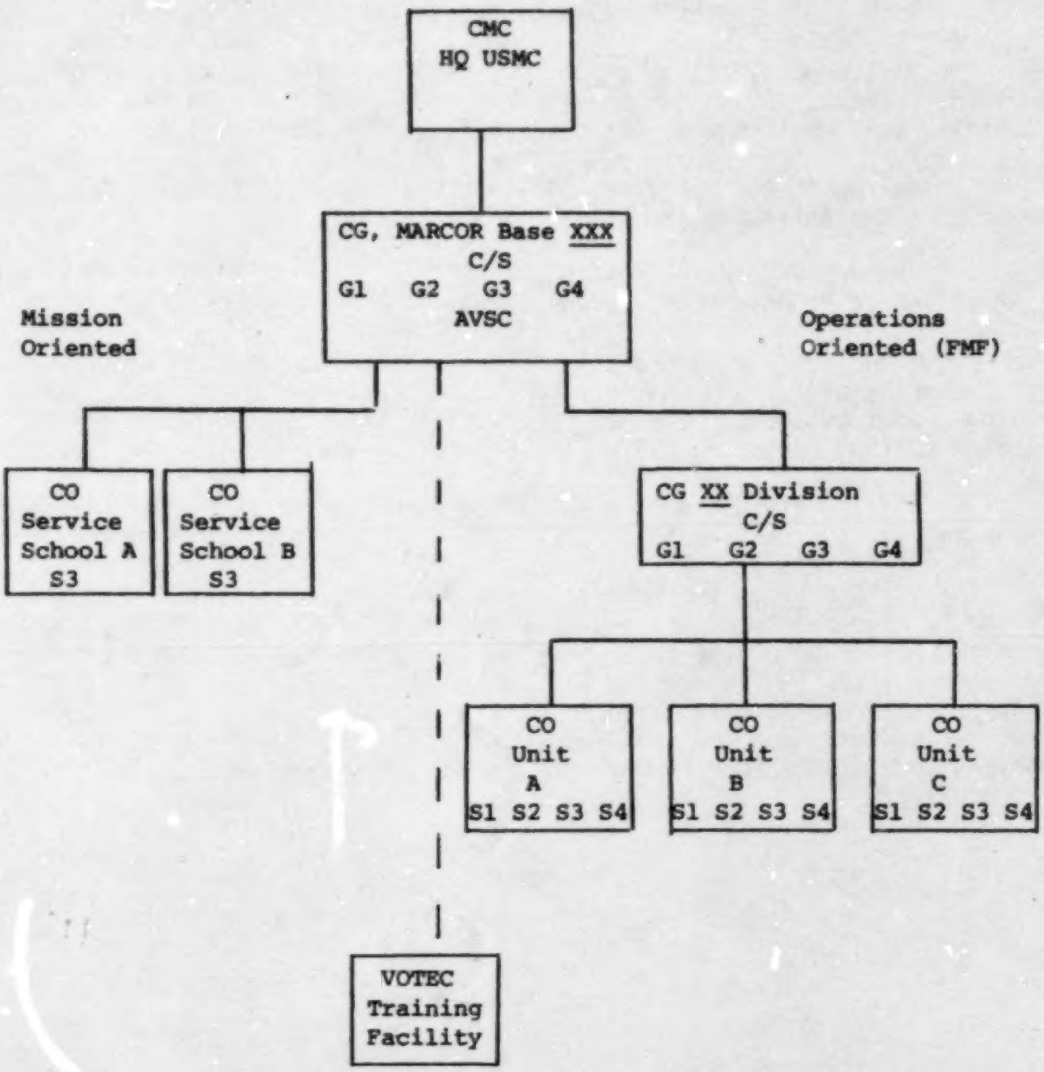
The design of the coordination structure for VOTEC training was based upon the following precepts:

1. Policy and annual funding/budgeting responsibility should be centralized at Headquarters, Marine Corps.

2. Functional management of AVSC's should be under the cognizance of commanding officers of Marine Corps bases and other major installations having resources such as training staffs and contracting departments in existence, thus minimizing VOTEC implementation impact.

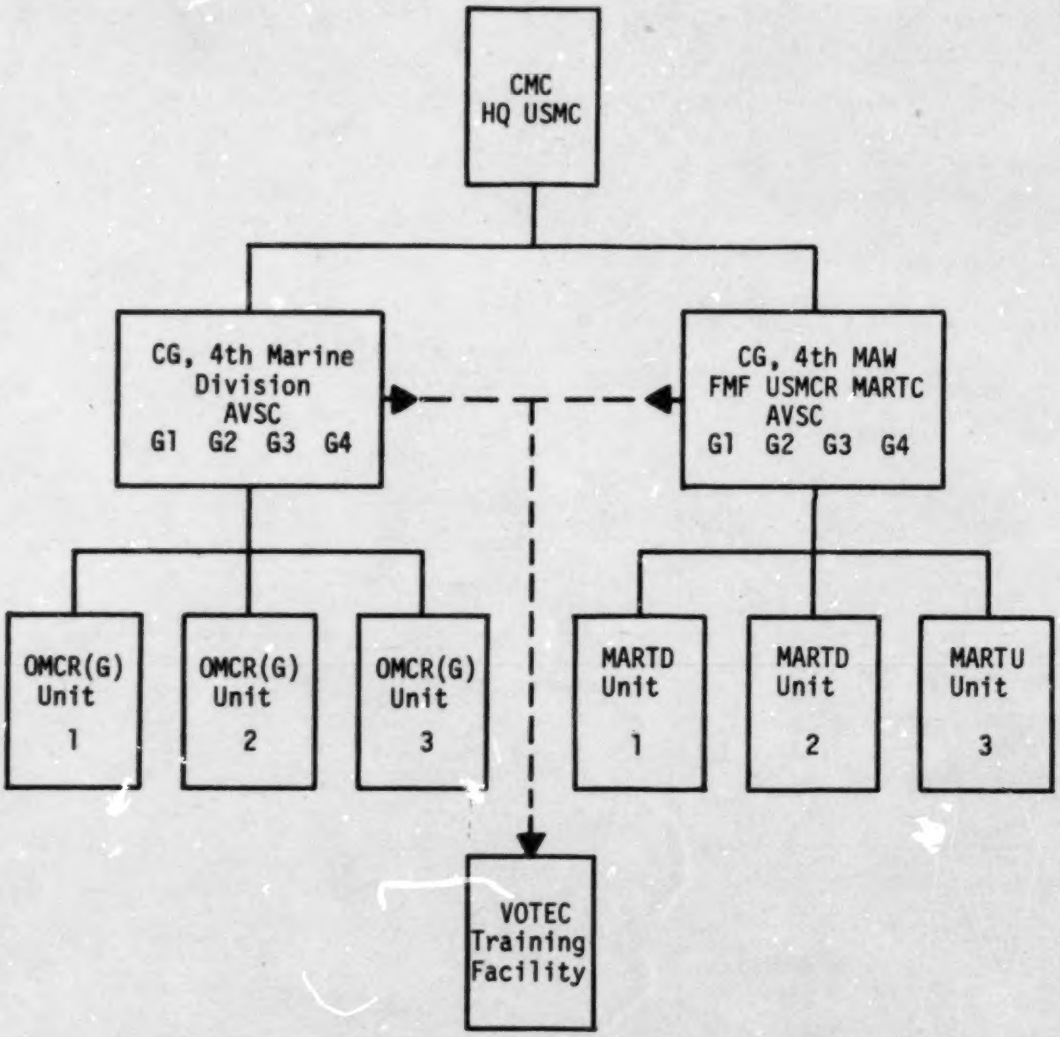
3. Basic skills training should be conducted at VOTEC institutions while Marine students remain in garrison.

The VOTEC coordination structure is contained in figures 1 and 2. It should be noted there are separate sponsors for the regular and reserve components of the VOTEC program. This creates different avenues of approval and funding for the AVSC personnel to consider. Area VOTEC Support Center actions required to provide actual training to the Marine student, however, are the same in either case. Key responsibilities of command levels of authority and VOTEC institutions are provided in figure 3.



NOTE: (1) G-3/S-3 staffs primarily concerned.
(2) Assistance of G-4 at MARCOR Base level required for contractural assistance.

Figure 1. Recommended USMC VOTEC Coordination Structure



NOTE: CG, 4th MARDIV currently acting as AVSC for OMCR(G) units.

Key responsibilities of command levels of authority and VOTEC institutions are provided in figure 3.

Figure 2. Recommended USMCR VOTEC Coordination Structure

CMC
1. Provide overall management functions for VOTEC program.
2. Provide budget support for VOTEC.
3. Determine and publish appropriate directions to operational commands and AVSC's.
4. Maintain AVSC's liaison for funding, special operations, and policy directions and clarification.

FUNCTIONAL COMMANDS
1. Responsive to HQMC for VOTEC requirements as appropriate.
2. Coordinate and approve Unit VOTEC training requests.
3. Monitor VOTEC effort as required.

UNITS
1. Determine training requirements.
2. Determine VOTEC training requirements.
3. Submit VOTEC request for training to AVSC's via command chain as required.
4. Assist and coordinate with AVSC during implementation and conduct of training as required.
5. Submit VOTEC completion report.

AREA VOTEC SUPPORT CENTERS
1. Maintain liaison with HQMC for advisory and funding as appropriate.
2. Maintain surveyed VOTEC school data.
3. Process VOTEC training requests.
4. Act as general VOTEC training agent and information center.
5. Aid in course selection.
6. Provide funding coordination.
7. Provide school selection assistance.
8. Coordinate contracting.
9. Coordinate support services for training.
10. Monitor training and coordinate support as required.
11. Provide planning data as required to HQMC.

VOTEC INSTITUTIONS
1. Provide inputs to assist in finalization of VOTEC efforts.
2. Coordinate planned VOTEC effort with school administration.
3. Negotiate VOTEC contract.
4. Provide facility, instruction, and equipment, according to contract.

Figure 3. VOTEC Command and Functional Responsibilities

SECTION IV

TYPICAL FUNCTIONAL PROCESS TO OBTAIN VOTEC TRAINING

1. Unit, service school or operational command determines the VOTEC training requirement.

2. Unit or command submits VOTEC training requirement to AVSC via functional command approval chain.

3. Functional command coordinates training request as appropriate and forwards with approval to AVSC.

4. Requesting command and AVSC select most appropriate training sources and layout basic planning.

5. AVSC provides or secures funding, initiates contractual effort with the contracting officer, and coordinates initial institutional contact(s).

6. Representatives of school, unit, contracting officer, and AVSC meet for common definition of requirements for course of instruction.

7. Contract negotiated according to ASPR and specifications for training.

8. Training initiated by school; monitored and supported by the AVSC and requesting command as appropriate via the contracting officer.

9. Training completed. Necessary administrative details related to student records, contract close-out and reporting completed.

NOTE: Step 3 approval chain should be minimal and associated with S-3, G-3 function.

SECTION V

CONTRACTING NOTES

INTRODUCTION

Training personnel, in general, have little experience in the area of conducting contractual negotiations in accordance with the ASPR and therefore the procurement team should include representatives of the contracting officer assigned early in the procurement planning cycle.

The ASPR have had a long history of development and have undergone many revisions and modifications based upon legal decisions, legislative actions, and experience. As a result, the ASPR are a viable yet complicated set of procurement regulations to the unindoctrinated. Contractual provisions under the ASPR, however, are available for any reasonable procurement of services but require the professional assistance of contracting personnel to the training agency to properly affect the legal procurement of training services.

Concerning contracted institutional training, the most often asked question by school authorities is: "What do you want the student trained to do and to what depth?" The answer to this two-part question must be resolved before any contractual work statement or description of training can be prepared. The most appropriate method available to accomplish this task is through the use of terminal performance objectives. It should be understood that a clear, detailed statement of the training requirement is the key to the success of the VOTEC program as well as being a necessary and vital part of the contractual document. To assist in the description of training, a Training Specification for VOTEC Training (appendix A) is available and should be used in conjunction with the applicable POI.

ARMED SERVICES PROCUREMENT REGULATIONS (ASPR)

Basic concepts of the ASPR include:

1. Equal opportunity for qualified offerors to submit priced bids or proposals for equal services or supplies.

2. Award of the contract to the offeror submitting the lowest reasonable and acceptable bid or proposal cost for the services or products.

3. Impartial and responsible action during the period of the contract by both the Government and the contractor.

Section III of the ASPR covers procurement by negotiation which in most cases will be a method used in VOTEC procurement. Part 2 of section III of the ASPR covers Circumstances Permitting Negotiation (in lieu of formal advertising) which should be reviewed by those involved with VOTEC procurement.

In most cases, the appropriate contractual instrument will be a negotiated "Indefinite Quantity Contract" in accordance with ASPR 3-409 and/or 3-608.

A bilateral contract (with both parties signing) is recommended, whenever feasible, utilizing Standard Form 26 (Award/Contract) and DD Form 1155 (Order for Supplies or Services/Request for Quotations) as the vehicle for ordering services under the contract. The Standard Form 33 (Solicitation, Offer and Award), "single" signature approach, however, may be appropriate in some instances. In addition, small purchase procedures utilizing the DD Form 1155 are permitted for procurements up to and including $10,000 if appropriate under the circumstances of each case.

GENERAL CONTRACT REQUIREMENTS

Of primary importance, regardless of contract type, is the award of a good, legal contract meeting the following requirements and constraints, as applicable:

1. Requirements. Contracts in support of the VOTEC training program may provide capability of the program to function:

a. In either an institutional or industrial environment

b. At multiple geographical locations

c. For basic or advanced entry level skill training

d. For Regular or Reserve component members

e. With varied student quantity input

f. With provisions for payment of a deliverable item (i.e., trained student) rather than by course duration or cost per hour of instruction. See definition of "trained student" contained in the Training Specification for VOTEC Training (appendix A).

g. With minimal administrative effort, but capable of activating various items of the covering contract as need dictates, particularly if a long-term multiple course type contract is involved.

h. With provision for annual and/or multi-year training endeavors

i. With provision for entering students in institution-scheduled courses as well as separate all-military student courses.

2. Constraints. The following are considered as practical constraints relative to contractual effort in support of VOTEC training:

a. Contract should be limited to the continental United States, Alaska, and Hawaii.

b. Each contract should not meet or exceed $100,000 per annum.

c. Contract should not be used in competition with service school or interservice school MOS training but as an adjunct to such training.

d. Training should occur within reasonable commuting distance of students' home duty station.

TYPICAL CONTRACT

1. As previously stated, a typical contract for VOTEC procurement will generally be an "Indefinite Quantity" type and will consist of a cover (award) page, sections, clauses and/or provisions, and attachments in accordance with the Uniform Contract Format prescribed in ASPR.

2. The Standard Form 33 is a solicitation document which may be used for contract award as well as solicitation when the bidder's offer in response to the Government's solicitation (SF 33 and accompanying documentation) is accepted by the Government without further negotiation or significant change.

3. When it is desirable to have both parties sign the contract (e.g., offer submitted by prospective contractor leads to further negotiation), DD Form 26 shall be used for the contract award and replaces the SF 33. Regardless of which form is used for the award, DD Form 1155 is used to place individual orders against the basic Indefinite Quantity Contract. In effect, the basic contract sets forth the overall items, descriptions, conditions, provisions and clauses and the DD Form 1155 is used to place and obligate individual orders for specific services covered by the basic contract.

CONTRACT FORMAT/CONTENTS

ASPR paragraphs 2-201 and 3-501 set forth the details for structuring solicitations, and resulting contracts, in accordance with the Uniform Contract Format (including the Table of Contents). For general information purposes, however, a typical VOTEC solicitation or contract would generally include the following:

Section A - Cover sheet on solicitations only (DD Form 1707 or 1706)

Section B - Contract Form and Representations, Certifications, and other Statements of Offeror:
SF 33 (Used in solicitation and in some instances as cover page of the contract)
DD Form 26 (Contract only when SF 33 not used for contract award)

Section C - Solicitation Instructions and Conditions and Notices to Offerors (Solicitation only)

Section D - Evaluation Factors for Award (as applicable in solicitation only).

The Schedule of the solicitation or contract includes the following sections as applicable:

Section E - Supplies/Services and Prices

Section F - Description/Specifications

Section G - Preservation/Packaging/Packing - not normally needed in a VOTEC contract.

Section H - Deliveries or Performance

Section I - Inspection and Acceptance

Section J - Special Provisions (other than those covered by sections E through I and section K)

Section K - Contract Administration Data

Section L - General Provisions. (Reference to mandatory and other applicable clauses whether included by reference to ASPR or to be included in full text as attachment(s).)

Section M - List of Documents, Exhibits, and Other Attachments included in the solicitation or contract.

In addition, a VOTEC solicitation or contract will generally include, as a minimum, the following attachments:

Attachment (1) - List of Clauses Incorporated by Reference to ASPR

Attachment (2) - Copies of clauses included in their full text

Attachment (3) - Training Specification for VOTEC Skill Training Programs

Attachment (4) - Applicable Program of Instruction (POI).

NOTE: The contract provisions and/or clauses required for a VOTEC contract will depend upon the specific training being procured.

EXPLANATION OF CONTRACT SECTIONS. Section E, although brief in nature, must outline clearly all specific items (whether supplies or services) to be priced and delivered or performed under the contract. Section F describes in further detail those items listed in section E and references appropriate specifications which are listed in section M of the contract schedule and included as attachments. Unusual or special conditions or provisions, such as contractor travel, are generally covered in section J. The titles of the other schedule sections are essentially self-explanatory.

An understanding of the above contracting information by training personnel is important since the heart of the contractural package for training is the detailed description of the training parameters and requirements prepared by the training personnel. In the event a particular curriculum or other required course of instruction does not contain specific terminal course objectives, assistance should be sought from the command or service school having cognizance for the type of training required.

SECTION VI

TYPICAL SURVEY FORMS

The VOTEC facility and curriculum survey forms included within this section may be used individually or as a total package during the process of evaluating public and commercial sources of basic skills training. The sample included is intended to be used as a basic guide to collect necessary data from which logical conclusions may be drawn during the selection process for the proper facility/contractor to provide the desired training.

A listing of aforementioned forms and comments for their use follows:

VOTEC Training Survey Forms:

Part 1	General Information
Part 2	Instructional Approach
Part 3	Facilities
Part 4	Special Facilities for Training
Part 5	Institutions with Dormitory Facilities

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VOTEC TRAINING SURVEY FORM

Part 1. GENERAL INFORMATION

Institution _____

Address _____

Date of Survey _____

A. PERSONNEL CONTACTED:

NAME	TITLE	TELEPHONE

B. Courses of interest to VOTEC program:

TITLE	LENGTH	REASON FOR INTEREST

C. Is institution interested in participating in VOTEC program?

_____ Yes _____ No

Under what conditions? _____ Short range _____ Long range _____ Both

NOTES:

Part 1. GENERAL INFORMATION (continued)

D. Has institution had previous experience with VOTEC or other government or commercial training programs?

E. Is institution controlled by: State____ County____ City____ or Independent____?

F. List agencies providing licensing and/or accreditation for institution.

G. Enrollment:

	Full Time	Part Time
Day:		
Evening:		
Total:		

H. List or attach standard tuition and fees schedule.

I. Commuting distance to training facility from military installation.

_____miles _____minutes

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VOTEC TRAINING SURVEY FORM

Part 2. INSTRUCTIONAL APPROACH

A. Conventional lock step_____ Individualized_____

B. Average class size_____

C. Instructor/Student ratio: Classroom_____ Laboratory_____

Shop Area_____

D. Typical Instruction: Classroom_____% Seminar_____% Programmed

Text_____% Lab/Workshop_____% Self Study_____% Testing_____%

E. Performance Testing: Written_____ Practical_____ Both_____

F. Curriculum Committee: Staff_____ Industry_____ Community_____

Other_____

G. Do library services include: Technical books and periodicals_____

Copying machine_____ Audio tapes_____ Microfilm and recorders

_____ Designated study spaces_____

H. Do instructional services include: Audio tape_____

A-V materials_____ Instructional television tapes_____

Micro materials_____ Classroom training aids_____

NOTES:

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VOTEC TRAINING SURVEY FORM

Part 3. FACILITIES

NOTE: Recommended Guidelines for Determining Adequate Space:

(1) General classroom - 36 sq ft/student
(2) Laboratory/Shop Area - 75 sq ft/student
(3) Auditorium - 6 sq ft/student
(4) Learning Center w/study carrel - 43 sq ft/student

A. Is training space adequate for:

Classrooms_____ Laboratory/Shop Areas_____ Auditorium_____

Study areas_____

B. Are classrooms within_____ or adjacent to_____ shop areas?

C. Are any safety violations obvious?_____ If yes, explain in Notes.

D. In your opinion, how do training areas appear considering the following criteria:

	Good	Marginal	Poor
General appearance			
Condition of equipments			
Training aid availability			
Lighting			
Ventilation			
Heating and cooling			
Noise			
Sanitation			
Layout for student convenience			

E. Is adequate student parking available?_____

VOTEC TRAINING SURVEY FORM

Part 3. FACILITIES (continued)

F. List eating facilities available on campus.

FACILITY	SERVICE			
	Breakfast*	Lunch*	Supper*	Snacks

*Insert time service available and approximate cost of meal.

NOTES:

VOTEC TRAINING SURVEY FORM

Part 4. SPECIAL FACILITIES FOR TRAINING
(Use as required)

AIR CONDITIONING, HEATING, REFRIGERATION: Motors and compressors_____

Electric systems_____ Gas systems_____ Ducting and installation_____

Other_____

AUTOMOTIVE SHOP: Engine diagnosis/tune up_____ Engine buildup_____

Electrical systems_____ Transmissions_____ Brakes_____ Suspension

systems_____ Body repair_____ Other_____

AUXILIARY ENGINES: Boilers_____ Distilling_____ Other_____

COMMUNICATIONS (MAINT. & REPAIR): Synchro units_____ Alarm, warning,

call bell_____ Intercom sys_____ Telephone_____ Announcing_____

Gyrocompass_____ Selsyn instruments_____ Other_____

CONSTRUCTION: Woodworking/Millwork_____ Light frame structure_____

Roofing_____ Painting_____ Glazing_____ Masonry_____

Concrete_____ Plumbing_____ Other_____

DIESEL ENGINES (OPERATION & MAINT.): Caterpillar_____ International_____

Cummins_____ LD 465-1 Multifuel_____ Other_____

VOTEC TRAINING SURVEY FORM

Part 4. SPECIAL FACILITIES FOR TRAINING (continued)

ELECTRICAL CONSTRUCTION (INSTALLATION/REPAIR): High voltage_____

Low voltage_____ Underground_____ Generators_____

Powerplant control_____ Conduit install/repair_____ Lineman_____

FOUNDRY SHOP: Molder_____ Pattern maker_____ Wood_____ Metal_____

Plaster_____ Foundry facings_____ Casting: (Non-ferrous_____

Ferrous_____ Alloy_____) Cupola furnace_____ Core baking oven_____

Metallurgy_____ Thermite casting_____

MACHINE SHOP: Lathe(s)_____ Drill press_____ Shaper(s)_____

Bench grinder(s)_____ Milling machine_____ Boring mill(s)_____

Power hacksaw_____ Metal engraving pantograph_____ Other_____

METAL WORKING: Sheet metal_____ Gas cutting/welding_____

Arc welding_____ Rigging_____ Metal working_____

Steel erection_____

PRINT SHOP: Offset press_____ Platemaker (copier)_____ Platemaker

(burner)_____ Stapling machine_____ Drill (single spindle)_____

Collator: (Manual_____ Auto_____) Photo lab_____ Letterpress_____

Varityper_____ Headliner_____ Light table_____ Copier_____

VOTEC TRAINING SURVEY FORM

Part 5. INSTITUTIONS WITH DORMITORY FACILITIES
(Use as required)

A. HOUSING:

Cost_____

Includes: Dormitory room_____
3 meals per day, 7 days per week_____
Laundry, Dry cleaning_____
Student clinic services_____

Capacity: Male_____
Female_____

Dormitory layout: (Sketch) Condition_____

_____

Student(s) per room_____ Bay_____ Bldg_____

Furnished with:

Head facilities (per building):

Male: No.____ Toilets____ Urinals____ Basins____ Baths____ Shwr____

Female: No.____ Toilets____ Basins____ Baths____ Shwr____

General condition_____

_____

Telephone(s)_____ Per Bldg

Study facilities_____

_____

Messing availability to housing_____

_____

Building security_____

Copy of Dorm. Rules_____ Parking facilities_____ Fees____

NOTES:

VOTEC TRAINING SURVEY FORM

Part 5. INSTITUTIONS WITH DORMITORY FACILITIES (continued)

B. MESSING FACILITIES:

Capacity_____

Dining Hall condition:_____

_____

Hrs. of operation: NOTES:

Breakfast_____

Lunch_____

Dinner_____

Other_____

Quality of food_____

Dietitian _____

Kitchen_____ Condition_____

_____

C. MILITARY ADMINISTRATION:

Office space: OIC_____ NCOIC_____ Clerk_____ Supply_____

Supply/Storage room:_____ Location(s)_____

Civilian housing:_____

_____

Nearest military admin. support: (Orders, Travel, Finance)_____

_____

Nearest airport(s):_____

Local transportation:_____

VOTEC TRAINING SURVEY FORM

Part 5. INSTITUTIONS WITH DORMITORY FACILITIES (continued)

D. COMMUNITY:

Population: _____

Transportation: _____

Chamber of Commerce: _____

Churches: _____

Hotels, Motels: _____

Housing: _____

Recreation: _____

_____

Local Attitudes: _____

_____

Medical Facilities: _____

SECTION VII

VOTEC SOURCES OF MARINE CORPS RELATED INSTRUCTION

The data contained in this section were collected and summarized during calendar year 1974. Each AVSC should collect and maintain within resource capability a current file of available training within its area of jurisdiction. Crossfeed of such information in summarized form between AVSC's is encouraged.

Information for the following areas is provided as initial start data:

- Marine Corps Base, Camp Lejeune, NC
- Marine Corps Recruit Depot, Parris Island, SC
- Marine Corps Base, Camp Pendleton, CA
- Marine Corps Recruit Depot, San Diego, CA
- Marine Corps Air Station, Kaneohe Bay, HI
- Marine Corps Supply Center, Albany, GA
- Marine Corps Base, Quantico, VA
- Selected Schools offering Marine Corps-related instruction, State of Georgia

VOTEC SOURCES OF MARINE CORPS RELATED INSTRUCT

VOTEC Institution	Marine Corps Base	Auto Mechanic	A-V Eqpt Specialist	Bakery Officer	Body Repair	Card Punch Operator	Cartographer	Combat Engineer 1/	Computer Systems	Construction Drafting	Data Sys. Librarian	Duplicating	Electrician	Engineer Eqpt Mech.	Engineer Eqpt Opr.	Fabric Repair	Fuel-Elect. Repair	Hygiene Eqpt Opr.	Laundry
North GA Tec-Voc 2/ Clarksville, GA	None	X			X	X		X	X	X	X		X				X		
Augusta Area TEC Augusta, GA	None	X			X	X		X	X	X	X	X	X				X		
Atlanta Area TEC Atlanta, GA	None	X		X	X	X		X	X	X	X	X	X	X			X		
Coastal Carolina C.C. Jacksonville, N.C.	Lejeune	X			X	X			X	X	X		X				X		
Craven C.C. New Bern, N.C.	Lejeune	X											X				X		
Lenoir Com. College Kinston, N.C.	Lejeune	X				X			X	X	X		X				X		
Wayne Com. College Goldsboro, N.C.	Lejeune	X			X	X			X		X			X			X		
Beaufort TEC Beaufort, S.C.	Parris Island	X			X			X		X			X	X	X 3/		X		
Saddleback J.C. Mission Viejo, CA	Pendleton	X								X									
Miracosta J.C. Oceanside, CA	Pendleton									X									
Palomar J.C. San Marcos, CA	Pendleton	X				X				X		X	X			X		X	
Honolulu C.C. Honolulu, Hawaii	Kaneohe	X		X	X			X					X	X			X		
Kapiolani C.C. Honolulu, Hawaii	Kaneohe			X		X			X		X								
Leeward C.C. Pearl City, Hawaii	Kaneohe	X																	
North Virginia C.C. Woodbridge, VA	Quantico	X				X			X		X								
North Virginia C.C. Annandale, VA	Quantico					X			X	X	X		X						
North Virginia C.C. Alexandria, VA	Quantico	X				X			X	X	X								
Albany Area Tech Sch Albany, GA	Albany	X			X	X		X	X	X	X	X	X	X		X	X		
City College San Diego, CA	San Diego	X			X	X				X			X	X					
Evening College San Diego, CA	San Diego	X				X			X	X	X		X	X					
Mesa College San Diego, CA	San Diego																		
Grossmont College El Cajon, CA	San Diego	X	X			X			X	X	X		X						

1/ Construction phase only
2/ Dormitory facilities
3/ Discontinued-available

OF MARINE CORPS RELATED INSTRUCTION

Librarian	Duplicating	Electrician	Engineer Eqpt Mech.	Engineer Eqpt Opr.	Fabric Repair	Fuel-Elect. Repair	Hygiene Eqpt Opr.	Laundry Officer	Legal Reporter	Logistics	Map Compiling	Mapping Officer	Metal Worker	Motor Transport	Motor Veh. Officer	Office Mach. Repair	Offset Press	Plate Layout	Process Photography	Refrig. Mechanic	Reproduction Eqpt Repr.	Topographic Survey	Wireman
		X				X							X						X	X			
	X	X				X							X				X	X		X			
	X	X	X			X							X				X	X		X			
		X				X			X		X		X							X		X	
		X				X			X				X										
		X				X			X				X							X			
			X			X							X										
		X	X	X[3]		X							X							X			
											X										X		
	X	X			X		X		X				X				X	X	X				
		X	X			X							X							X			
																						X	
		X							X														
									X													X	
	X	X	X		X	X							X			•	X	X		X	X		
		X	X						X				X						X	X			
		X	X						X				X						X				X
									X														
		X							X							•			X				

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BASE: CAMP LEJEUNE, N.C.

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
COASTAL CAROLINA COMMUNITY COLLEGE 222 Georgetown Road Jacksonville, N.C.	8-10 Mi.	SACSS IDC 1964 T.I. 1967 CC 1970	Total: 1300 Day: 800 Evening: 500	Tuition: VOC-TECH Fulltime - $32 Part-Time - $3 per quarter hour	50 acre Georgetown Road campus. New 75-acre Ragsdale Campus under construction will provide modern constructio Electrical Shop, Auto Mechanic Shop, Welding Shop, Air Conditioning/ Refrigeration Shop, Radio-TV Laboratory
CRAVEN TECHNICAL INSTITUTE (COMMUNITY COLLEGE) Racetrack Road New Bern, N.C. 28560 Dr. Thurman E. Brock, Pres. 638-4131	40 Mi.	SACSS AAJC	Total: 672 Day: 454 Night: 218	Tuition: Full-Time Per Qtr. - $32. Part-Time - $2.50 Per Qtr. Hr. Out-of-State - $137.50 Per Qtr.	New Campus 1971 (Begun) Now 2 modern buildings. Large expansion plan.
LENOIR COMMUNITY COLLEGE P.O. Box 188 Kinston, N.C. 28501 Dr. Jesse L. McDaniel, Pres.	40 Mi.	SACSS	Total: 1739 Day: F/Time: 881 P/Time 458 Evening: 400	Tuition: $32 Per Qtr.	6 modern buildings on 58-acre campus. Learning Center, capacity 270 students with carre array, classrooms, shop & support facilities. Comprehensive, occupational & community.
WAYNE COMMUNITY COLLEGE P.O. Drawer 1878 Goldsboro, N.C. 27530 (U.S. Hwy. 70 Bypass, between William St. & Wayne Mem. Blvd.) Pres. Clyde A. Erwin, Jr. Dr. Jan Crawford, Admin. Asst.	64 Mi.	SACSS IEC 1957 T.I. 1963 CC 1967	1600 F/Time 3000 P/Time	Tuition: $32 Per Qtr.	55 acres. 7 class buildings 90,000 Sq. Ft.

OLS IN MARINE CORPS BASE AREAS

	DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
ime - per	50 acre Georgetown Road campus. New 75-acre Ragsdale Campus under construction will provide modern construction Electrical Shop, Auto Mechanic Shop, Welding Shop, Air Conditioning/ Refrigeration Shop, Radio-TV Laboratory	Air Conditioning & Refrigeration Auto Mechanic Accounting Radio-TV Repair Architect, Graphics Civil Engineering Machine Shop	Auto Body Repair Electrical Installation & Maintenance Masonry Welding Business Drafting	Present facilities fair. Expect completion of $1 million Occupational Building by May, 1975 with greatly expanded modern facilities.
50	New Campus 1971 (Begun) Now 2 modern buildings. Large expansion plan.	Accounting Automotive Mechanic Machinist Metal Fabrication	Mechanical Drafting Electronic Service Welding	
	6 modern buildings on 58-acre campus. Learning Center, capacity 270 students with carrel array, classrooms, shops & support facilities. Comprehensive, occupational & community.	Air Conditioning & Refrigeration Machinist Bricklaying Electro-Mechanics Radio-TV Service Accounting Drafting-Design Electronics	Auto Mechanic Plant Engineering Mechanic Carpentry Electrical Wiring Welding Court Reporter Data Processing	Experienced in providing training for Military Reserve through contract. Presently under capacity.
	55 acres. 7 class buildings 90,000 Sq. Ft.	Accounting Drafting & Design Industrial Engineer Auto Body Repair Auto Mechanic Machinist Welding	Date Processing Electronics Air Conditioning & Refrigeration Diesel Mechanic Watchmaker	

BASE: PARRIS ISLAND, SC

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION	
BEAUFORT TECHNICAL EDUCATION CENTER Beaufort, SC	3 mi	Affiliate member **SACS State Board	Day: 311 Evening: 140	Quarterly fees and tuition for residents: $67	A 2-year post-secondary Tech. Education Center of STATE SYSTEM. A complex of old and new buildings including Welding Shop, Auto/ Diesel Shop, Auto Body Shop, Electricity Shops, Carpentry, Masonry Shops, et. al. Limited student capacity.	Ai Ap Au Ca Di Fo Au

*Not currently offered - lack of space

**Southern Association of Colleges and Schools

OLS IN MARINE CORPS BASE AREAS

	DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
	A 2-year post-secondary Tech. Education Center of STATE SYSTEM. A complex of old and new buildings including Welding Shop, Auto/ Diesel Shop, Auto Body Shop, Electricity Shops, Carpentry, Masonry Shops, et. al. Limited student capacity.	Air Conditioning and Refrigeration Appliance Service and Repair Automotive Mechanic Carpentry Diesel and Heavy Equipment Mechanic Food Services Auto Body Repair	*Heavy Equipment Operator Industrial Electronics Masonry Mechanical Drafting and Design Welding Electricity	Developed (1971) Electrical technology program based on systems approach. Use multi-media, multi-entrance dates, behavioral objectives, self-paced study, positive reinforcement. (Not currently offered (1974).)

BASE: PENDLETON MCB, CA.

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
SADDLEBACK COLLEGE Mission Viejo, CA	10 mi. N	*WACS	4680 Day and Evening	No tuition for residents of California. Non-residents $22 per quarter unit (max. $971 p.a.)	Estab. 1967. 200 acre campus. 22 Bldgs., including Vocational Ed. and Cafeteria. A 2-year, public community colle
MIRACOSTA COLLEGE Oceanside, CA	7 mi. S	*WACS	Occupational Programs: Full-time: 1400 Part-time: 1700	No tuition for residents. Non-residents $35 per unit (max. $525 per semester) $10 charge per semester for Continuing Education Students. Books and Supplies estimated $150 per year	Estab. 1934. A 2-year public community college. 131 acre campus, 35 miles N of San Diego
PALOMAR COMMUNITY COLLEGE San Marcos, CA	15 mi. SE	*WACS	Occupational Programs: Full-time: 2309 Part-time: 2877	No tuition for residents (Active duty military personnel eligible as residents).	Estab. 1946. Present buildings constructed 1956-1965, on 150-acr campus. Industrial Technology, Engineering, and Electronics buildings included. 2-year public community college.

*Western Assn. of Colleges and Schools

ARE OLS IN MARINE CORPS BASE AREAS

	DESCRIPTION	COURSES RELATED TO MARINE CORPS TRAINING		REMARKS
ali- per max.	Estab. 1967. 200 acre campus. 22 Bldgs., including Vocational Ed. and Cafeteria. A 2-year, public community college	Accounting Automotive Tech. Clerical Drafting (Arch.) Drafting Tech. (Electro Mech.) Secretarial	Surveying Technology Sales and Merchandi:	Located north of Camp Pendleton, in the city of Mission Viejo.
n- per 5 s. d	Estab. 1934. A 2-year public community college. 131 acre campus, 35 miles N of San Diego	Accounting Clerk Clerical Drafting Machine Tool Technology Secretarial Power Sewing Operator		
ive	Estab. 1946. Present buildings constructed 1956-1965, on 150-acre campus. Industrial Technology, Engineering, and Electronics buildings included. A 2-year public community college.	Accounting Apparel Construction Drafting (Arch.) Automotive Tech. Clerical Computer Science Drafting Tech. Electronics Tech.	Graphic Arts Photography Secretarial (Legal) Technical Art Waste Water Treatment Welding	Marine Associate Degree Completion Program (MADCOP) on campus. Servicemen's Opportunity College.

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BASE: MARINE CORPS BASE, SAN DIEGO, CA

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
SAN DIEGO COMMUNITY COLLEGES:					
1. San Diego City College	3 mi.	WASC SCDE	(1970) M 1470, W 595(FT) M 1145, W 585(PT)	No tuition Books/supplies: $30-$75 sem. Tools and materials up to $175 sem.	
2. San Diego Mesa College	10 mi.	WASC SCDE	(1970) M 2435, W 1215(FT) M 815, W 970(PT)	No tuition as above	New campus 1964. Po secondary general, transfer, technical-vocational educatio
3 San Diego Evening College	Various locations	WASC SCDE	(1970) M 50, W 35(FT) M 5950, W 2805(PT	No tuition as above	Wide variety of prog on City, Mesa and Miramar campuses. Primarily part-time (evening)
Grossmont College El Cajon, CA	12 mi.	WASC SCDE	(1970) Total over 10,000 Day students 7,225	No tuition as above	135 acre campus buil 1964. Offers caree vocational programs to high school gradu and adults

HOOLS IN MARINE CORPS BASE AREAS

	DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
ials		Air conditioning and Refrigeration Appliance Repair Auto Body Diesel Technology Engineering Drawing	Industrial Electricity Photography Technical Illustration TV Service/Repair Welding Machine Shop	Primary source of technical training
	New campus 1964. Post-secondary general, transfer, technical-vocational education	Electronic technology Legal Secretary Arch. Drafting		Primarily business and health services instruction
	Wide variety of progrms on City, Mesa and Miramar campuses. Primarily part-time (evening)	Automotive Barbering Electrical Lineman Electrical Wireman Electronic Service Technician Diesel Technology Engineering Drawing Graphic Reproduction Industrial Electricity	Ironworking Lathing Machine Shop Machinist Technical Illustrator TV Service/Repair Water and Sewage Welding Photography	Evening classes only
	135 acre campus built 1964. Offers career-vocational programs to high school graduates and adults	Photography Technical Illustration Electronics Industrial Technology Instructional Media Technology	Legal Secretary Automotive Mech. Instructional Media Technology	Interesting program. Related to illustrator-draftsman training.

BASE: KANEOHE MCAS, OAHU, HAWAII

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
HONOLULU COMMUNITY COLLEGE Honolulu, Hawaii	15 mi.	WASC	(1975 Proj.) 3500 (day)	$10 - $25 per semester	An integral the Univers Hawaii. 25 on 20 acres shops and l for 20 Trad Technical a Located nea downtown Honolulu.
KAPIOLANI COMMUNITY COLLEGE Honolulu, Hawaii	15 mi.	WASC	3000	$10 - $25 per semester	A small com buildings i Emphasis on restaurant, and busines 4-year Libe option.
LEEWARD COMMUNITY COLLEGE Pearl City, Hawaii	16 mi.	WASC		$10 - $25 per semester	A complex o major build Pearl Harbo

PS BASE AREAS

DESCRIPTION	COURSES RELATED TO MARINE CORPS TRAINING		REMARKS
An integral part of the University of Hawaii. 25 bldgs. on 20 acres with shops and labs for 20 Trade/ Technical areas. Located near downtown Honolulu.	Architectural Drafting Technology Auto Body Repair and Painting Auto Mechanics Technology Blueprint Reading Business Education Carpentry Commercial Baking Computer Science	Electronics Technology Engineering Technology Heavy Equipment Maintenance Repair Industrial Electricity Machine Shop Technology Refrigeration & Air Conditioning Sheet Metal & Plastics Technology Welding Technology	Offers certificates and associate degrees.
A small complex of buildings in Honolulu. Emphasis on hotel-restaurant, nursing, and business. 4-year Liberal Arts option.	Accounting Business Machines Computer Science Data Processing	Food Service General Business Merchandising Shorthand Typewriting	Some CAI being used.
A complex of several major buildings near Pearl Harbor	Auto Technology Drafting Technology Food Service Accounting Stenography	Computer Science Creative Arts Electronic Technology	Offers certificates and Associate degrees.

BASE: MARINE CORPS SUPPLY DEPOT, ALBANY, GA.

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION	
Albany Area Vocational-Technical School 1021 Lowe Road Albany, GA 31705 T. Howard Waters, Director (912) 436-0395	9 Mi.	SACSS		Registration: $5 No Tuition Supply Fee: $20-$40 Books & Equipment	New modern complex with excellent facilities for vocational-technical instruction. One of 24 such schools in GA. 2 campuses, with 24 class-rooms, 18 fully equipped labs. State certified instructors.	Air era Aut Bus Com Dra Ele Mac Pri Wel

SCHOOLS IN MARINE CORPS BASE AREAS

TS	DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
n: $5 $20-$40 ipment	New modern complex with excellent facilities for vocational-technical instruction. One of 24 such schools in GA. 2 campuses, with 24 classrooms, 18 fully equipped labs. State certified instructors.	Air Conditioning-Refrigeration Automotive Mechanics Business Education Computer Programming Drafting & Design Electrical Technology Machine Shop Printing Welding	Auto Body and Fender Repair Masonry Carpentry Diesel Mechanics Electrical Construction & Maintenance Marketing Radio & TV Repair	

BEST COPY AVAILABLE

BASE: QUANTICO MCB, VA.

NAME/LOCATION OF INSTITUTION	DISTANCE FROM BASE	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
NORTHERN VIRGINIA COMMUNITY COLLEGE		*SACS	13,974 (1972-73)	$5 application fee. Tuition: Full-time Student (12 or more credits) Virginia Resident $75.00 per quarter Out-of-State res. $250.00 per qtr. Part-time Student (less than 12 credits) Virginia Resident $6.25 per credit (or equivalent) Out-of-State res. $21.00 per credit (or equivalent) Military personnel and dependents whose home of record is other than Virginia are considered as out-of-state residents.	A 2-year post-secondary institution of the State Community College System, consisting of 5 campus locations.
Annandale Campus Annandale, Va.	25 m				Has a general classroom building, a laboratory building, Administration-Library, Food Services Technology Building, TV-Technical Building, and Nurse Training Building on 78 acre campus.
Woodbridge Campus Woodbridge, Va.	15 mi.				Offers evening courses at Woodbridge Sr. High and Ft. Belvoir. Permanent site consists of 112 acres. Phase I construction estimated to be open by Fall 1975.
Alexandria Campus Alexandria, Va.	25 mi.				A megastructure with 4 levels, for Student Services, Teaching Auditorium, Faculty & Administration, General Classrooms, and Laboratories and studios on 28 acre campus.

*Southern Association of Colleges and Schools

S IN MARINE CORPS BASE AREAS

	DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
fee. ent edits) ent arter es. tr. nt ent dit t) es. edit t) nel whose is nia is	A 2-year post-secondary institution of the State Community College System, consisting of 5 campus locations.			Identified as a Servicemen's Opportunity College (SOC)
	Has a general classroom building, a laboratory building, Administration-Library, Food Services Technology Building, TV-Technical Building, and Nurse Training Building on 78 acre campus.	Civil Engineering Technology Computer Programming Electronics Technology	Engineering Drafting Legal Secretary Arch. Drafting Surveying	
	Offers evening courses at Woodbridge Sr. High and Ft. Belvoir. Permanent site consists of 112 acres. Phase I construction estimated to be open by Fall 1975.	Photography Auto Systems Technology Automotive Service	Surveying Data Processing Shorthand	
	A megastructure with 4 levels, for Student Services, Teaching Auditorium, Faculty & Administration, General Classrooms, and Laboratories and studios on 28 acre campus.	Automotive Diagnosis and Tune-up Automotive Machinist Automotive Mechanics Building Construction Technology Civil Engineering Technology Commercial Art	Computer Programming Drafting and Design Technology Engineering Drafting Legal Secretary Technical Illustrator Surveying Shorthand Typing	

NAME/LOCATION OF INSTITUTION	REASON FOR SELECTION	ACCREDI-TATION	ENROLLMENT	COSTS	DESCRIPTION
North Georgia Technical & Vocational School, Clarksville, GA 30523 James H. Marlowe, Dir.	Housing & Messing available	SACSS	Total: 1050 Day: 700 Evening: 350 Part-time: 2000	No tuition. Boarding Expense: $200 per quarter, includes room, 3 meals daily, 7 days per week, laundry, dry-cleaning, clinic. Student Activity Fee $12.50 per yr. Textbook & Supplies	State-operated Post-Secondary Technical Institute. Eight major buildings plus dormitories on 30-acre campus (364 acres adjoining). 142,000 sq. ft. instructional space. Five dormitories for 468 students. Exceptional equipment and lab/workshops.
Augusta Area Technical School, 2025 Lumpkin Road, Augusta, GA 30906 George M. Hardy, Dir.	Experience in Marine Reserve Training	SACSS	Total: 2400 Day: 1200 Evening: 1200 Part-time: 3000	No tuition. Fees: $15 quarter. Textbooks Supplies	State-operated Post-Secondary Technical Institute. Four campuses in area. Eleven major buildings, 15 temporaries. New 16,000 sq. ft. Machine Shop (Butler Building)
Atlanta Area Technical School, 1560 Stewart Avenue Atlanta, GA 30310 Robert A. Ferguson, Dir.	Experiance In Marine Reserve Training	SACSS	Total: 7000 Day: 3000 Evening: 4000 (1970)	No tuition. Registration fee $15 per qtr. Supplies: $15 qtr. Textbooks	State-operated Post-Secondary Technical Institute. Faculty 200 F/T, 200 P/T. Advanced instruction for industry needs. Self-paced individual instruction & CAI.
South Georgia Technical & Vocational School, Americus, GA 31709	Housing and Messing available	SACSS	Day: 650 Nite: 650	No tuition. Boarding expense $200 per qtr.	State-operated Post-Secondary Technical Institute

OFFERING MARINE CORPS-RELATED INSTRUCTION

DESCRIPTION	COURSES RELATED TO MARINE TRAINING		REMARKS
State-operated Post-Secondary Technical Institute. Eight major buildings plus dormitories on 30-acre campus (364 acres adjoining). 142,000 sq. ft. instructional space. Five dormitories for 468 students. Exceptional equipment and lab/workshops.	Electronics: Communications Industrial Radio-TV Service Automotive: Body Repair Mechanics Drafting Fabric Maint. Masonry Trades Refrigeration & Air-conditioning Accounting	Machine & Tool Design: Machine Shop Tool & Die Plastics Molding Carpentry Construction Trades Electrical Construction Electrical Appliance Service Photography Small Engine Repair Data Processing Secretarial	Excellent facilities for instruction, housing and support. Space available for cadre personnel. Favorable environment for detached training. Administration & faculty cooperative. Recommended for further consideration for detached training.
State-operated Post-Secondary Technical Institute. Four campuses in area. Eleven major buildings, 15 temporaries. New 16,000 sq. ft. Machine Shop (Butler Building)	Accounting Auto Body Repair Auto Mechanics Communications Technology Drafting & Design Electronic Tech. Instrumentation Technology Secretarial Science	Air Conditioning & Heating Brick, Tile, Stone Masonry Data Processing Electrical Technology Food Service Mgmt. Machine Shop Printing Welding	Planning new consolidated campus, including 55,600 sq. ft. Technical Building, estimated cost: $8,662,710. Currently at capacity. Briefly provided contract training (Auto Mainetnance) for local Marine Reserve Unit (1973). May include dormitories.
State-operated Post-Secondary Technical Institute. Faculty 200 F/T, 200 P/T. Advanced instruction for industry needs. Self-paced individual instruction & CAI.	Accounting Architectural Drafting Auto Body Repair Barbering Carpentry Commercial & Residential Wiring Computer Technology Diesel Mechanics Drafting Machine Shop Radio/TV Service Secretarial	Air Conditioning & Heating Auto Mechanics Bricklaying Civil Engineering Commercial Art Cooking & Baking Data Processing Electrical - Electronic Tech. Offset Duplication Printing Welding	Well-equipped, progressive school with wide range of skill training.
State-operated Post-Secondary Technical Institute	Accounting Auto Body Repair Automobile Mechanics Business Machine Repair Cabinet Making Diesel Mechanics Electrical Constr. & Maintenance	Electrical Technology Electronic Tech. Machine Shop Mechanical Tech. Radio & TV Repair Secretarial Clerical	Housing - Dormitory facilities for men and women are provided at N. Georgia Tech. & Vocational School at Clarkesville and S. Georgia Tech. & Vocational School at Americus. Facilities may be compared with college dormitories, but average approximately $16.67 per week for either male or female students. This amount includes 3 meals a day, laundry, dry cleaning & infirmary fees.

APPENDIX A

NOTE: This appendix is intended to stand alone. Therefore, the pages are numbered separately from the rest of the report. It is intended to be removed from the report and used as is.

TRAINING SPECIFICATION FOR NAVY/MARINE CORPS VOCATIONAL/TECHNICAL (VOTEC) SKILL TRAINING PROGRAM

DEVELOPED BY

TRAINING ANALYSIS AND EVALUATION GROUP
ORLANDO, FL 32813

JANUARY 1975

TRAINING SPECIFICATION FOR NAVY/MARINE CORPS
VOCATIONAL/TECHNICAL (VOTEC) SKILL TRAINING PROGRAM

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TRAINING SPECIFICATION FOR NAVY/MARINE CORPS
VOCATIONAL/TECHNICAL (VOTEC) SKILL TRAINING PROGRAM

1. SCOPE

1.1 Purpose. This specification sets forth the general requirements for conducting Vocational/Technical (VOTEC) skill training at educational institutions and industrial training facilities for the Navy or Marine Corps. It is intended that specific provisions of this specification will be identified in the Request for Proposal (RFP) or other such contractual documents.

1.2 Application. This specification is intended for use as a contractual requirement; however, general guidelines and concepts are included that will be of interest to training officers and procurement personnel responsible for VOTEC training.

1.3 Constraint. This specification has been designed to be compatible with DoD 3005.2, Non-Industrial Facilities for Mobilization, and shall not be used in any situations which may cause conflict with the intent and purpose of the subject directive.

2. APPLICABLE DOCUMENTS

2.1 List of Documents. The following documents of the issue in effect on the date of the applicable Invitation for Bids or Request for Proposals shall form a part of the specification to the extent specified therein:

Department of Defense	
DoD 3005.2	Non-industrial Facilities for Mobilization
DoD 5220.22M	Industrial Security Manual
Marine Corps	
MCO P1040.31	Career Planning and Development Guide, Volume I (Administration)
MCO P1040.33	Career Planning and Development Guide, Volume III (Marine Enlisted)
MCO P1500.12	Marine Corps Formal Schools Catalog
MCO P1510.23	Design of Course of Instruction
Navy	
CNTINST 1540.1	Task Analysis as the Basis for Training
CNTINST 1540.2	Measurement of Student Achievement

CNTINST 1550.1 Systems Approach to Instructional Program Development

CNETINST 1550.3 Design Standards for Curriculum Outline and Instructor Guides.

2.2 Availability of Documents. Copies of manuals, specifications, standards, and publications, referenced within this specification and appendices hereto, required by the contractor for guidance should be obtained from the procuring activity or as directed by the Procuring Contracting Officer (PCO).

3. TRAINING

3.1 Philosophy. State-of-the-art educational technology postulates that efficient training programs match job performance requirements. This is achieved through use of a systems approach to training utilizing a modular concept of progressive learning experiences to attain predetermined performance standards. A student is "trained" when he has demonstrated the ability to perform the stated objectives or performance standards.

A systems approach to training further implies:

1. A definition of the training task based upon job task analysis that has identified the required skills within the training task.

2. The use of terminal and enabling behaviorial objectives based upon identified skills and subskills to achieve an acceptable base line of student performance.

3. The use of criterion referenced measurements to determine when acceptable base line student performance has been achieved.

4. The use of criterion referenced measurements to identify and correct student deficiencies as they occur rather than at the end of a course of instruction.

5. A validated instructional program sensitive to individual student need even though instruction is presented utilizing a group approach.

3.2 Course Design Model. Following the philosophy of paragraph 3.1 above, a phase or modular training system based upon learning objectives is recommended but does not inhibit a contractor's choice of approach. Empirical training techniques and materials currently being employed in the VOTEC field should be used. In general terms, VOTEC training required shall be a combination of criterion referenced academic and "hands-on" practical training conducted in a laboratory or shop setting to predetermined performance standards. See appropriate course appendix.

3.3 Students. The majority of students entering VOTEC training will be junior enlisted ratings that have recently completed recruit training. Typically, they range in age from late teens to mid-twenties. They may be male or female and from a variety of socio-economic and ethnic backgrounds.

3.3.1 Student Selection. All students will meet Navy/Marine Corps prerequisite entry requirements for the course of instruction concerned.

3.3.2 Student Reporting Instructions. Students reporting for training will be directed to report to a designated individual at the contractor's facility. The names of authorized students for each training course will be provided to the contractor prior to the course convening date. The contractor shall insure that only those personnel selected by the Government are admitted for attendance and participation in training programs procured under the provisions of the contract.

3.3.3 Student Liability Insurance. Contractor furnished student accident liability insurance shall be a consideration of the contractual document. Amount and benefit provisions of such insurance policy coverage may vary according to the type of training being conducted but should meet regulatory guidelines of the Federal Government.

3.4 Facilities. For the purpose of this specification, facilities include classrooms, laboratories, shop areas and the like where training is conducted.

The contractor shall provide a minimum of 36 square feet of classroom floor space and a minimum of 75 square feet of laboratory/shop floor space per student. Space shall be sufficiently soundproof to insure that instructors can be understood and distractions are kept to a minimum. The contractor shall provide adequate heating, cooling, lighting, laboratory facilities, consumable supplies, and laboratory classroom furniture necessary for the health, comfort, and convenience of the student. Exceptions due to large-size equipments or unusual training may be granted on a case-by-case basis.

3.4.1 Inspection. Inspection and approval rights pertaining to the training area prior to and during the period of contractual effort shall be reserved for the PCO or his designated representative.

3.5 Instructors.

3.5.1 Technical Qualifications. All instructors shall possess a thorough technical knowledge of the subject to be taught and be able to demonstrate individual ability to perform tasks that will be required in the practical or laboratory/shop portion of the training course.

3.5.2 Other Qualifications. The instructor shall have experience as a VOTEC training instructor, which includes successful completion of an instructor training course, or equivalent training and experience. He, as

an educator, shall have a professional understanding of the principles of learning and teaching methods and be able to demonstrate the ability to apply such principles and methods.

3.5.3 Certification. Instructors shall possess a current certification for specific area of instruction being conducted. Approved issuing authorities are:

1. State or Federal Government

or

2. A professionally recognized agency meeting the approval of the contracting officer or his designated representative.

3.6 Accreditation. Accreditation/certification provides a reasonable warranty that VOTEC facilities and staff meet an acceptable level of professionalism. Commercial basic skill training programs approved by the following agencies are considered acceptable and meeting the Vocational Education Amendments Act of 1968 and the Civil Rights Act of 1964, as amended:

1. Department of Health, Education and Welfare

2. National Association of Technical and Trade Schools (NATTS)

3. Department of Labor

4. State Board of Education

5. State bureaus of schools or other nationally-recognized accreditation agencies such as the Southern Association of Colleges and Schools

6. Certain other professional organizations. (See following paragraph.)

It is recognized that agencies such as NATTS, regional commissions on occupational education institutions, certain nationwide trade unions, and other industrial organizations offer valid credentials to training activities and shall be considered on a case-by-case basis. Vocational/technical training shall be conducted only by contractors able to meet accreditation criteria acceptable to the PCO or his designated representatives.

3.7 Scheduling.

3.7.1A Instructional Periods. Classes will be conducted five days per week, Monday through Friday, not to exceed six hours of instruction per day. Instruction may include formal classroom instruction,

individualized self-paced instruction, laboratory practical type training experience, hands-on shop experience, or other innovative instructional approaches, but shall at all times be adequately supervised by a certified instructor. Students may be scheduled an additional two hours per day for library-type research, study periods, and counseling. The contractor may at his discretion occasionally deviate from the above general guidelines providing a cohesive course of instruction meeting the contract requirements is met.

3.7.1B Other Than Normal Hours. In the event unique training requirements dictate instructional activities be pursued during normal shutdown hours; i.e., evenings and weekends, such exceptions should be mutually agreed upon in writing by the contractor and PCO or his designated representative prior to commencement of training.

3.7.2 Due to Absence. In the event student absences of short duration due to illness or other unavoidable circumstances adversely affect a student's training progress, the contractor may request an extension of training time on a day-for-day basis for the student concerned. Such requests shall be directed to the PCO or his designated representative for approval since a contract change warranting a price adjustment may be involved.

3.7.3 Holidays. Classes shall not be conducted on a legal holiday(s), a legal day(s) of mourning, or an institutional holiday(s) normally granted to regular students. Contract period, if required, will be automatically extended at no additional cost to the Government for such holidays to insure completion of the required instruction under the contract.

3.8 Student Attrition.

3.8.1 Resulting From Student Performance. If, at any time, the contractor engaged in giving instruction under a contract shall be of the opinion that the instruction of any student should cease, the PCO, or his designated representative, shall be immediately notified of that fact by the contractor via telephone and followed within three working days by written verification. Further instruction to such student shall continue except in gross misconduct cases until a case investigation has been conducted by the PCO or his designated representative and official notification to continue training or eliminate such student from the instructional program has been received. Expediency by both the contractor and the Government is required. Directions to the contractor shall be relayed to the contractor by the PCO as soon as practical via telephone with written verification to follow within five working days of receipt of contractor's written report.

3.8.2 Resulting From Personal Problems. In the event of a severe student personal problem such as accident, prolonged or critical illness of student or immediate member of family, or death in family, a procedure similar to that contained in paragraph 3.8.1 shall be followed. Only military authority, however, has authority to grant emergency leave of absence in such situations.

3.8.3 Payment Under Attrition Conditions. Payment for services rendered under above situations shall follow a schedule established by mutual written agreement between the contractor and PCO prior to or as part of the contract award.

3.9 Grading.

3.9.1 Approach. During the conduct of the training course(s), the contractor (instructor) shall continually monitor each student's performance. Following the recommended systems approach to training will result in judicious use of criterion referenced pretests, progress tests, and post tests as part of the evaluative process. Criterion test procedures rate individuals with respect to a specified standard of performance in relation to the achievement of the course objectives. Stated another way, the student should be told what he or she is to learn, assisted during the learning process, and tested to ensure learning has been accomplished. Grading, as such, shall be a tool to assist the learning process, not a separate entity unto itself.

3.9.2 Recording Test Results. The following information as a minimum shall be recorded for each written test administered in addition to individual student record entries:

1. Course number and title

2. Dates of testing

3. Number of students tested and class number

4. Identification of the particular test (and test version)

5. Percentage of students achieving the established minimum standard (qualifying).

3.9.3 Ranking Students. Since criterion testing places emphasis on every student's accomplishment of the same objectives at the same minimum standard or level of proficiency, the ranking does not occur.

3.10 Monitoring/Inspection. The Government reserves the right to visit contractor training areas periodically in order to assure compliance with the contract provisions in consonance with Armed Service Procurement Regulation (ASPR). Any visit under the contract by Government personnel shall be coordinated with the school supervisor prior to inspection and an exit interview will be conducted with the supervisor prior to departing. All planned instructional materials and data must therefore be reviewed and concurred in by both the contractor and the PCO or his designated representative prior to contract award.

3.11 Security.

3.11.1 Security Clearances. It is not anticipated that VOTEC training will require security clearances. In the event security clearances are required, the contract shall reflect such requirement by inclusion on DD Form 254.

When required, security regulations shall apply to personnel, training materials, and space being utilized for the training program. Security under the administration of the cognizant field contract administration activity shall be in accordance with the Industrial Security Manual (DoD 5220.22-M).

3.12 Reports.

3.12.1 Student Progress Reports. Tests should measure the student's ability to perform skills taught during formal instruction. Records shall be maintained on each student to cross-reference training modules completed to the student's progress toward skill performance certification. For this purpose, a sign-off sheet for objectives met is adequate. Student progress reports shall be submitted according to the contract schedule.

3.12.2 Special Reports. Such reports shall be submitted by the contractor in cases of prolonged student absenteeism, classroom misconduct, or other situations not compatible with the training program. When such instances occur, the PCO or his designated representative should be immediately notified by telephone and directions requested for report submission.

4. TRAINING SUPPORT

4.1 Contract Training Conferences. Within 15 days after receipt of the solicitation to bid, the contractor shall confirm in writing to the procuring contracting officer a date acceptable to the contractor for a precontract award training conference. The conference shall be convened at such time and place as agreed upon by both parties. One calendar month lead time shall be allowed the contractor to adequately plan and prepare the conference agenda. At the training conference, the contractor shall make a detailed presentation of the proposed training program and data as may have been developed and are required to define and evaluate the contractor's training approach. The contractor, procuring activity, PCO, training support agent and training agent, or their designated representatives, as appropriate, shall review the training program and shall reach an agreement upon detailed requirements of the training to be provided.

4.2 Texts, Miscellaneous Tools and Materials. Such items provided by the contractor are not to exceed the usual charge to regular students. All charges for instruction, textbooks, course materials and supplies shall be specified in the contract schedule.

4.3 Availability of Government Furnished Equipments/Materials (GFE)/(GFM). Such materials, equipments and supplies that are purely military in nature and designated as a requirement for the course of instruction may be

provided to the contractor for the period of the contract. The details for providing, use of, and return of such materials are an agenda item of the contract training conference. Such agreements shall meet the provisions of published Government standards for such actions, which generally state that the contractor is responsible for any losses incurred and is expected to return such items in like condition as received, except for reasonable wear and tear.

4.4 Food Service. Provisions for student messing shall be as specified in the contract schedule. Requirements may range, dependent upon location of training site, from a Government-furnished meal ticket to three meals per day, seven days per week at a contractor facility or variations thereof. Other-than-Government dining facilities utilized in the conduct of the training program concerned shall meet standards of the state restaurant and/or education code for the type of facility concerned or such other criteria acceptable to the PCO or his designated representative.

4.5 Dormitory/Student Housing. Living accommodations for conduct of VOTEC training shall be as specified in the contract schedule. For purposes of this specification, dormitory/student housing facilities are defined as living quarters meeting generally accepted criteria in the following areas:

Space - to include living, sleeping, and study areas.

Safety - to include fire protection, emergency exits, and other appropriate safeguards against hazards.

Sanitation - adequate provisions for bathing and personal hygiene.

Environmental - to include ventilation, lighting, heating and cooling.

Furnishings - to include bedding, furniture, linens, and like items.

Cleanliness - to include general cleanliness and state of repair of facilities.

General Services - to include janitorial, linen, laundry, and telephone.

Miscellaneous - to include availability to dining facility, recreational areas, and public transportation.

Such accommodations shall be subject to inspection and approval by the PCO or his designated representative.

4.6 Medical Services. Dispensary type medical services, consisting of first aid and other emergency treatments normally available to regular or resident students, will be an item of contract consideration.

4.7 Transportation. Transportation between the training facility and dormitory/student housing areas shall be as specified in the contract schedule. In the event transportation is required and furnished by the contractor during performance of the contract, it shall be his responsibility to procure and maintain insurance meeting the standards acceptable to the PCO or his designated representative.

5. GLOSSARY OF TERMS

CONTRACT SKILL TRAINING. Those instructional and technical services provided to DoD personnel by commercial or industrial companies and institutions (public or private) by qualified instructors, craftsmen and technicians. Related to core mechanical and technician training in the vocational skills area leading to military job qualification and certification. See Vocational/Technical training (page 18).

CURRICULUM.

1. All training, both military and technical, conducted within a school.

2. An expansion of the curriculum outline into specific topics, along with detailed topic objectives, to include behavior, conditions, and standards.

3. Same as Program of Instruction (POI).

EVALUATION. A logical, deliberate process of making judgments and decisions to appraise the value of a method, procedure, or process. In training, it consists of the following steps:

1. Determining the purposes or objectives

2. Determining the criteria

3. Obtaining information

4. Making judgments

5. Making decisions

6. Recording results.

GOVERNMENT FURNISHED EQUIPMENT (GFE). Equipment which has been selected and is to be furnished by the Government to a contractor or Government activity for installation in, or use with, or in support of the training programs. For purposes of this document, manuals, publications, and drawings, sometimes referred to as Government Furnished Materials (GFM), are included.

INSTRUCTION. The process that occurs during the transfer of knowledge or skills to the learners as a result of planned experiences related to an area of knowledge or endeavor.

INSTRUCTIONAL UNIT. An assembly of lessons which have been integrated either to complete a usable bit of knowledge or skill, or to aid in scheduling a course or program. The basic components of courses. Sometimes referred to as Instruction Module.

INSTRUCTOR. The person doing the teaching. The term "instructor" is commonly used in lieu of "teacher" which is reserved primarily for those positions related to pure academic pursuits.

JOB. A sum total of all the functions or tasks performed within a rating or billet; a Military Occupational Specialty (MOS) or Navy Enlisted Classification (NEC).

JOB TASK ANALYSIS. A procedure for determining the tasks that either are, or should be, performed by personnel occupying a given type of position or fulfilling a given function. Also known as Task Analysis or Skill Analysis.

LEARNING REQUIREMENT ANALYSIS. An analysis of job or task requirements to determine specifically what the student needs to learn. The analysis specifies entry level behaviors, enabling objectives, and terminal performance criteria in the affective, cognitive, and motor performance areas.

LESSON GUIDE. An organized outline of a single lesson topic. It is individual in nature, usually reflecting accepted knowledge or procedures for a specific training situation. Also known as Lesson Plan or Program of Instruction.

METHOD. The means, techniques, procedures used during instruction. There are many methods appropriate for use. Included may be such processes as lecture, recitation, laboratory, examination, study periods, demonstrations, use of training aids, group discussions, reviews, demonstration-performance, panel discussions, role playing, case studies, craftsman, programmed instruction, and coach and pupil methods.

TRAINING PLANNING CONFERENCE. The principal planning conference formally or informally scheduled for the purpose of developing and documenting personnel and training support requirements for new or modified systems or development of a course of instruction.

OBJECTIVES.

1. Behavioral objectives are objectives written in a specified manner in order to achieve a clear and complete statement of instructional intent. Specifically, the following three conditions must be met:

a. Describe explicitly what a student must be able to do upon completion of instruction, clearly identifying the kind of performance that he should be capable of exhibiting.

b. State the important conditions under which the student demonstrates his mastery of the objective, describing elements of the situation fully enough so that the desired performance is clearly distinguishable from other possible behaviors.

c. Specify the standard of performance a student must meet in demonstrating his attainment of the objective, establishing the minimum level acceptable.

2. Learning objectives are an identification, in terms of trainee performance, of the knowledges and skills to be acquired by a learner. Nearly all learning objectives are composed of three elements:

a. Behavior. Identifies what the trainee will do to demonstate what he has learned. Achievement is normally demonstrated by means of a performance test or a written achievement examination or both.

b. Conditions. Describes the conditions (aiding or limiting factors) under which the desired performance is to be demonstrated.

c. Standards. Defines the standards (accuracy or proficiency) which the performance must meet.

3. Performance objectives are a set of specific skills or knowledges which the student must learn and be able to demonstrate upon completion of training. Sometimes referred to as Terminal Objectives.

PROCURING ACTIVITY. The activity assigned the responsibility for procuring or providing the supplies or services.

PROCURING CONTRACTING OFFICER (PCO). The Government contracting officer directing and administering the procurement through the award of the contract and the signing of the actual contractual documents. Administration of portions of the contract after award may be delegated to a designated representative.

READABILITY. The ability to be read and understood. Normally used in describing a difficulty level of material in terms of a standard educational level. A number of testing methods are used to validate readability levels. Trainee materials should not exceed the 9th grade reading level for VOTEC training.

SKILL. Demonstrated ability to use knowledge effectively or capably perform a task.

STUDENT. Generally synonymous with "trainee." However, there is a trend in the direction of terming a person in recruit training, or first follow-on training, as a "trainee" and other personnel under instruction as "student."

SUBJECT. A major division of organized knowledge, such as electronics or aeronautics.

SYSTEM. A composite of subsystems, assemblies, skills, or techniques capable of performing and/or supporting a desired task. A system includes related facilities, items, materials, services, and personnel required for its operation to the degree that it can be considered a self-sufficient item in its intended environment.

SYSTEMS APPROACH. The coordinated integration of relevant subject matter, student, and instructor activities, equipment and facilities, and instructional methods to achieve specific, job-oriented learning objectives.

TASK ANALYSIS. A method by which the knowledge, skill, and affective elements of task performance are systematically examined and recorded. A task analysis brings into focus such items as the classes of behaviors, conditions of performance, and the degrees of proficiency required. Also known as Skill Analysis and Job Task Analysis.

TESTS.

1. Achievement Test. A general term for tests designed to measure relative accomplishment in a specific area.

2. Advancement Examination. An examination given periodically to Navy enlisted personnel to help select those who are to be advanced in rating and pay grade based on the qualifications established by the Manual of Qualifications for Advancement (NAVPERS 18068 series).

3. Criterion Test. A measurement tool used to measure observable behavior.

4. Diagnostic Test. An examination used to spotlight areas of student difficulty with subject matter or the learning situation enabling the instructor to better allot his time according to the difficulty of the individual topic or unit to be taught; a pretest to determine the student's entering level of knowledge.

5. Identification Test. A test in which the student is required to recognize a piece of equipment, a picture of equipment, a verbal description, or its function. May be a performance test, a written test, or other type of test.

6. Performance Test. A sample work situation in which a person being tested performs a practical task for measurement of skill capability against predetermined standards.

7. Pretest. A test administered prior to a course, area, unit, topic, or other portion of a course, to determine knowledges, skills, and attitudes held by a student.

8. Proficiency Test. A test which is designed to measure a person's capabilities in terms of job performance. It may be composed of both performance tests and written tests. A Performance Test is sometimes defined as a Skill Demonstration, while a Proficiency Test is defined as a Comprehensive Procedure used to examine the person's capability to do what the job requires.

9. Progress Test. A test administered at some point in a course, area, unit, topic, or other portion of a course, to determine the degree to which students have accomplished the learning desired.

10. Qualifying Test. A test administered to determine whether a person is qualified for a task for which they have been selected or trained, or for which they are being considered. A Qualifying Test can be constructed as a special type of Progress Test. "Qualifying Test" may also be applied to tests used for selecting personnel for training.

11. Quiz. A short test administered by the instructor to measure achievement on material recently taught or on any small, newly completed unit of work.

12. Written Test. A test in which a person demonstrates their capabilities by written techniques. Not usually a Performance Test, and hence is usually a measure of supporting knowledges rather than skills.

TRAINED STUDENT. A student that has successfully demonstrated achievement of training course performance objectives. For contractual purposes, a "trained student" is a deliverable item for which full course payment is made.

TRAINING ACTIVITIES.

1. Military commands which have a primary mission of conducting or supporting training.

2. The institutions or commercial and industry activities at which courses are offered.

TRAINING AGENT. A bureau, command, office, or headquarters exercising command of, and providing support of, some major increment of the Government's total training effort. Also known as Training Agency.

TRAINING AID EQUIPMENT. Audio-visual equipment which is used by the instructor or student to enhance the process of teaching or learning; and which is not itself the subject of instruction (except when its use or maintenance, in the training environment, is the subject of instruction);

and which generally has applicability for purposes other than training. Sometimes called Instructional Aids Equipment.

TRAINING EQUIPMENT. Equipment designed for training purposes which is used by the instructor or student as an element of the process of teaching or learning. It may be subjected to repeated or continuing usage over an extended period of time without immediate degradation of its useful characteristics. Durable material which is to be expended is not included.

TRAINING PROGRAM. An assembly or series of courses or other requirements which have been organized to fulfill a broad overall training objective.

TRAINING REQUIREMENT.

1. A requirement to train personnel in a specified quantity to perform identified duties and thereafter be available for assignment to the duties at a specified time.

2. A requirement for a training or educational program which will produce trained personnel for an identified purpose.

3. The performance which is required of a person in order to be effective in a given situation.

TRAINING SUPPORT. The providing of resources, such as personnel, funds, facilities, hardware, course materials, and services required to accomplish a training task.

TRAINING TASK ANALYSIS. A system for proceeding from an inventory of tasks, such as that provided by a job task analysis, to an organized set of both terminal and enabling training objectives.

UNIT OF INSTRUCTION. An assembly of lessons which have been integrated either to complete a usable bit of knowledge or skill or to aid in scheduling a course or program. The basic components of courses. Same as "Instructional Unit."

VOCATIONAL/TECHNICAL TRAINING. Vocational/Technical (VOTEC) training is that which teaches occupational skills. It includes vocational shop courses and technical or related technical subjects within the industrial arts field. "Hands-on" practice to develop required skills is inherent within VOTEC training. The objective of such training is to provide the student with entry level knowledge/skill qualifications within a specified craft or trade. Such training may be utilized for attainment of apprentice, journeyman or craftsman certification dependent upon existing standards.

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